

MOUNT LAUREL

FIRE DEPARTMENT

Est. 1953

69 Elbo Lane
Mount Laurel, NJ 08054

Tel: (856) 234-6053
Fax: (856) 234-3756

A G E N D A

REGULAR MEETING

Monday, November 16, 2020 @ 7:00 PM
Headquarters Station Meeting Room

REMINDER:

THE BOARD REQUESTS THAT ALL CELL PHONES BE SET TO SILENT TO PREVENT UNNECESSARY INTERRUPTION OF TONIGHT'S MEETING.

1. Call to Order
2. Pledge of Allegiance / Moment of Silence



3. Roll Call - Commissioners Cornue, Hamilton, Ridenour, Roura and Shestack
4. Public Announcements - Clerk
5. Adoption of Resolutions;
 - Resolution #2020-32 "Appointment of Caleb Demree to Active Membership in the Fellowship Fire Company #2 and the Mount Laurel Fire Department"
 - Resolution #2020-33 "Appointment of Ben Trauger to Active Membership in the Fellowship Fire Company #2 and the Mount Laurel Fire Department"
 - Resolution #2020-34 "Appointment of Chris Saporito to Active Membership in the Fellowship Fire Company #2 and the Mount Laurel Fire Department"
 - Resolution #2020-35 "Appointment of Katelyn George to Active Membership in the Fellowship Fire Company #2 and the Mount Laurel Fire Department"
 - Resolution #2020-36 "2021 Budget Introduction Approval"
 - Resolution #2020-37 "Authorization for 2020 Budget Transfers"
 - Resolution #2020-38 "Second Reading of Creation of Title Supervising Fire Prevention Specialist - UFD"

Resolution #2020-39	"Authorizing the Award of Purchase Orders for Materials and Supplies Purchase Under State Contract"
Resolution #2020-40	"Resolution to Approve the 2020 LOSAP Program Certified List of Eligible Volunteer Members"
Resolution #2020-41	"Administrative Policy #04-045 - Information Technology Practices"

6. Approval of Meeting Minutes;
 - Regular Meeting of October 19, 2020
7. Financial Matters;
 - a. Questions / Comments by Treasurer
 - b. Approval of Monthly Bills
8. Monthly Report by Deputy Chief - Administration
9. Monthly Report by Chief of Department
10. Standing Committee Reports
12. Other Matters *(if necessary)*
13. Comments of Fire District Professionals
14. Comments of Fire Commissioners
15. Public Participation
16. Resolution #2020-42 "Closing of Meeting Pursuant to Open Public Meetings Act"
17. Closed Session:
 - a. Legal Matters;
 1. Any other legal matter that may come before the Board
 - b. Personnel Matters;
 1. Employee Disciplinary Action / Injury Update - Chief Colucci
 2. Outstanding Grievance Status - Chief Colucci
 3. Any other personnel matter that may come before the Board
18. Adjournment of Closed Session
19. Return to Open Session
20. Adjournment of Regular Meeting

MOUNT LAUREL

FIRE DEPARTMENT

Est. 1953

69 Elbo Lane
Mount Laurel, NJ 08054

Tel: (856) 234-6053
Fax: (856) 234-3756

RESOLUTION 2020-32

*APPOINTMENT OF CALEB DEMREE
TO ACTIVE MEMBERSHIP IN THE
FELLOWSHIP FIRE COMPANY #2
AND THE MOUNT LAUREL FIRE DEPARTMENT*

WHEREAS, CALEB DEMREE has applied for membership as an ACTIVE MEMBER of the FELLOWSHIP FIRE COMPANY #2 and MOUNT LAUREL FIRE DEPARTMENT; and,

WHEREAS, all pertinent Mount Laurel Fire Department membership requirements have been met.

NOW, THEREFORE, BE IT RESOLVED by the Board of Fire Commissioners of Fire District #1, Township of Mount Laurel, Burlington County, New Jersey that CALEB DEMREE is hereby appointed as an ACTIVE MEMBER of the FELLOWSHIP FIRE COMPANY #2 and the MOUNT LAUREL FIRE DEPARTMENT.

CERTIFICATION

I, Richard Hamilton, Clerk of the Mount Laurel Board of Fire Commissioners, Fire District #1, Mount Laurel, New Jersey, do hereby certify that this is a true copy of a Resolution adopted by the Board of Fire Commissioners at a regular meeting held on November 16, 2020.

Richard Hamilton, Clerk

MOUNT LAUREL

FIRE DEPARTMENT

Est. 1953

69 Elbo Lane
Mount Laurel, NJ 08054

Tel: (856) 234-6053
Fax: (856) 234-3756

RESOLUTION 2020-33

*APPOINTMENT OF BEN TRAUGER
TO ACTIVE MEMBERSHIP IN THE
FELLOWSHIP FIRE COMPANY #2
AND THE MOUNT LAUREL FIRE DEPARTMENT*

WHEREAS, BEN TRAUGER has applied for membership as an ACTIVE MEMBER of the FELLOWSHIP FIRE COMPANY #2 and MOUNT LAUREL FIRE DEPARTMENT; and,

WHEREAS, all pertinent Mount Laurel Fire Department membership requirements have been met.

NOW, THEREFORE, BE IT RESOLVED by the Board of Fire Commissioners of Fire District #1, Township of Mount Laurel, Burlington County, New Jersey that BEN TRAUGER is hereby appointed as an ACTIVE MEMBER of the FELLOWSHIP FIRE COMPANY #2 and the MOUNT LAUREL FIRE DEPARTMENT.

CERTIFICATION

I, Richard Hamilton, Clerk of the Mount Laurel Board of Fire Commissioners, Fire District #1, Mount Laurel, New Jersey, do hereby certify that this is a true copy of a Resolution adopted by the Board of Fire Commissioners at a regular meeting held on November 16, 2020.

Richard Hamilton, Clerk

MOUNT LAUREL

FIRE DEPARTMENT

Est. 1953

69 Elbo Lane
Mount Laurel, NJ 08054

Tel: (856) 234-6053
Fax: (856) 234-3756

RESOLUTION 2020-34

*APPOINTMENT OF CHRIS SAPORITO
TO ACTIVE MEMBERSHIP IN THE
FELLOWSHIP FIRE COMPANY #2
AND THE MOUNT LAUREL FIRE DEPARTMENT*

WHEREAS, CHRIS SAPORITO has applied for membership as an ACTIVE MEMBER of the FELLOWSHIP FIRE COMPANY #2 and MOUNT LAUREL FIRE DEPARTMENT; and,

WHEREAS, all pertinent Mount Laurel Fire Department membership requirements have been met.

NOW, THEREFORE, BE IT RESOLVED by the Board of Fire Commissioners of Fire District #1, Township of Mount Laurel, Burlington County, New Jersey that CHRIS SAPORITO is hereby appointed as an ACTIVE MEMBER of the FELLOWSHIP FIRE COMPANY #2 and the MOUNT LAUREL FIRE DEPARTMENT.

CERTIFICATION

I, Richard Hamilton, Clerk of the Mount Laurel Board of Fire Commissioners, Fire District #1, Mount Laurel, New Jersey, do hereby certify that this is a true copy of a Resolution adopted by the Board of Fire Commissioners at a regular meeting held on November 16, 2020.

Richard Hamilton, Clerk

MOUNT LAUREL

FIRE DEPARTMENT

Est. 1953

69 Elbo Lane
Mount Laurel, NJ 08054

Tel: (856) 234-6053
Fax: (856) 234-3756

RESOLUTION 2020-35

*APPOINTMENT OF KATELYN GEORGE
TO ACTIVE MEMBERSHIP IN THE
FELLOWSHIP FIRE COMPANY #2
AND THE MOUNT LAUREL FIRE DEPARTMENT*

WHEREAS, KATELYN GEORGE has applied for membership as an ACTIVE MEMBER of the FELLOWSHIP FIRE COMPANY #2 and MOUNT LAUREL FIRE DEPARTMENT; and,

WHEREAS, all pertinent Mount Laurel Fire Department membership requirements have been met.

NOW, THEREFORE, BE IT RESOLVED by the Board of Fire Commissioners of Fire District #1, Township of Mount Laurel, Burlington County, New Jersey that KATELYN GEORGE is hereby appointed as an ACTIVE MEMBER of the FELLOWSHIP FIRE COMPANY #2 and the MOUNT LAUREL FIRE DEPARTMENT.

CERTIFICATION

I, Richard Hamilton, Clerk of the Mount Laurel Board of Fire Commissioners, Fire District #1, Mount Laurel, New Jersey, do hereby certify that this is a true copy of a Resolution adopted by the Board of Fire Commissioners at a regular meeting held on November 16, 2020.

Richard Hamilton, Clerk

MOUNT LAUREL FIRE DEPARTMENT

Est. 1953

69 Elbo Lane
Mount Laurel, NJ 08054

Tel: (856) 234-6053
Fax: (856) 234-3756

RESOLUTION 2020-36

*2021 BUDGET RESOLUTION
MOUNT LAUREL FIRE DISTRICT #1
FISCAL YEAR: From January 1, 2021 to December 31, 2021*

WHEREAS, the Annual Budget for the Mount Laurel Fire District No. 1 (the "Fire District") for the fiscal year beginning January 1, 2021 and ending December 31, 2021 has been presented before the Board of Commissioners of the Fire District at its open public meeting of November 16, 2020; and

WHEREAS, the budget as introduced is in compliance with the Property Tax Levy Cap Law (N.J.S.A. 40A:4-45.44 et. seq.); and

WHEREAS, the Annual Budget as introduced reflects Total Revenues of \$13,256,772.55, which includes an amount to be raised by taxation of \$11,279,104.47, and Total Appropriations of \$13,256,772.55; and

WHEREAS, the amount to be raised by taxation to support the district budget shall be the amount to be certified to the assessor of the municipality to be assessed against the taxable property in the district, pursuant to N.J.S.A. 40A:14-79. Such amount shall be equal to the amount of the total appropriations set forth in the budget minus the total amount surplus and miscellaneous revenues set forth in the budget; and

WHEREAS, in calculating the amount to be raised by taxation, the Fire District has taken into account the assessed valuation of taxable property in the Fire District;

NOW, THEREFORE BE IT RESOLVED, by the Board of Commissioners of the Fire District, at an open public meeting held on November 16, 2020 that the Annual Budget, including all related schedules, of the Fire District for the fiscal year beginning January 1, 2021 and ending December 31, 2021 is hereby approved; and

BE IT FURTHER RESOLVED, that the anticipated revenues as reflected in the Annual Budget are of sufficient amount to meet all proposed expenditures/expenses and all covenants, terms and provisions as stipulated in the Fire District's outstanding debt obligations, capital lease arrangements, service contracts, and other pledged agreements; and

BE IT FURTHER RESOLVED, that the Board of Commissioners of the Fire District will consider the Annual Budget for adoption on December 21, 2020.

(Secretary's Signature)

(Date)

Board of Fire Commissioners Recorded Vote

<u>Member</u>	<u>Aye</u>	<u>Nay</u>	<u>Abstain</u>	<u>Absent</u>
David Ridenour				
Phil Roura				
Richard Hamilton				
Rob Shestack				
John Cornue				

CERTIFICATION

I, Richard Hamilton, Clerk of the Mount Laurel Board of Fire Commissioners, Fire District #1, Mount Laurel, New Jersey, do hereby certify that this is a true copy of a Resolution adopted by the Board of Fire Commissioners at a regular meeting held on November 16, 2020.

Richard Hamilton, Clerk

MOUNT LAUREL

FIRE DEPARTMENT

Est. 1953

69 Elbo Lane
Mount Laurel, NJ 08054

Tel: (856) 234-6053
Fax: (856) 234-3756

RESOLUTION 2020-37

AUTHORIZATION FOR 2020 BUDGET TRANSFERS

WHEREAS, N.J.S.A. 40A:14-78.9 provides that a Fire District may transfer appropriations in the final two (2) months of the fiscal year from those budget line items that contain excess appropriations to those budget line items that contain insufficient appropriations.

NOW, THEREFORE, BE IT RESOLVED by the Board of Fire Commissioners of Fire District #1, Township of Mount Laurel, Burlington County, New Jersey that budget transfers as per the attached listing will be made to the 2020 Budget.

CERTIFICATION

I, Richard Hamilton, Clerk of the Mount Laurel Board of Fire Commissioners, Fire District #1, Mount Laurel, New Jersey, do hereby certify that this is a true copy of a Resolution adopted by the Board of Fire Commissioners at a regular meeting held on November 16, 2020.

Richard Hamilton, Clerk

MOUNT LAUREL

FIRE DEPARTMENT

Est. 1953

69 Elbo Lane
Mount Laurel, NJ 08054

Tel: (856) 234-6053
Fax: (856) 234-3756

RESOLUTION 2020-38

2nd READING OF THE ESTABLISHMENT OF THE PAID POSITION OF SUPERVISING FIRE PREVENTION SPECIALIST - UFD FOR THE MOUNT LAUREL FIRE DISTRICT #1

WHEREAS, N.J.S.A. 40A:14-81.1 provides that a Fire District may establish paid positions within the Fire District by resolution, as shall be determined by the Board of Fire Commissioners for the purposes of the Fire District; and,

WHEREAS, the Board of Fire Commissioners has determined that the establishment and creation of the paid position of SUPERVISING FIRE PREVENTION SPECIALIST - UFD is required for the purposes of the Fire District; and,

NOW, THEREFORE, be it resolved by the Board of Fire Commissioners of Fire District #1, Township of Mount Laurel, Burlington County, New Jersey as follows:

- (1) The position of SUPERVISING FIRE PREVENTION SPECIALIST - UFD is hereby established.
- (2) The requirements, compensation/benefits, duties and powers of said position are as described in the "SUPERVISING FIRE PREVENTION SPECIALIST - UFD" Civil Service Commission job description and the I.A.F.F. Local 4408 (Supervisory) Collective Bargaining Agreement (January 1, 2020 through December 31, 2023).
- (3) This resolution shall take effect following final adoption and publication pursuant to New Jersey statutory law.

NOTICE, is hereby given that the above resolution was introduced and passed upon Introduction (first reading) at a regular meeting of the Commissioners held on October 19 2020 and will be considered for final passage (second reading) at a regular meeting to be held November 16, 2020 at 7 p.m. at the Headquarters Station, 69 Elbo Lane, Mount Laurel, New Jersey at which time and place any person wishing to be heard shall be given the opportunity.

PLEASE TAKE FURTHER NOTICE that copies of said resolution shall be made available to each person requesting a copy of the same during the week prior to the second reading of this resolution and during the hearing concerning the same, and said copies may be obtained from the Commissioners.

CERTIFICATION – FIRST READING

I, Richard Hamilton, Clerk of the Mount Laurel Board of Fire Commissioners, Fire District #1, Mount Laurel, New Jersey, do hereby certify that this is a true copy of a Resolution adopted on first reading by the Board of Fire Commissioners at a regular meeting held on October 19, 2020.

CERTIFICATION – SECOND READING

I, Richard Hamilton, Clerk of the Mount Laurel Board of Fire Commissioners, Fire District #1, Mount Laurel, New Jersey, do hereby certify that this is a true copy of a Resolution adopted on second reading by the Board of Fire Commissioners at a regular meeting held on November 16, 2020.

Richard Hamilton, Clerk

MOUNT LAUREL

FIRE DEPARTMENT

Est. 1953

69 Elbo Lane
Mount Laurel, NJ 08054

Tel: (856) 234-6053
Fax: (856) 234-3756

RESOLUTION 2020-39

AUTHORIZING THE AWARD OF PURCHASE ORDERS FOR MATERIALS AND SUPPLIES PURCHASED UNDER CONTRACT BY THE STATE DIVISION OF PURCHASE AND PROPERTY PURSUANT TO N.J.S.A. 40A:11-12

WHEREAS, the Board of Fire Commissioners of Fire District #1, Township of Mount Laurel, County of Burlington, State of New Jersey has authorized the purchase of materials and supplies pursuant to New Jersey State Purchase Contracts issued pursuant to N.J.S.A. 40A:11-12 by the State Division of Purchase and Property in accordance with the attached list of vendors from which purchases were made pursuant to the State Contracts as evidence of these awards; and,

WHEREAS, the purchase of goods, materials and services by the Board of Fire Commissioners of Fire District #1 is authorized by the Local Public Contracts Law, N.J.S.A. 40A:11-12; and,

WHEREAS, the attached list of vendors has been awarded New Jersey State Contracts following a recommendation from the Administrator for the utilization of these contracts; and,

WHEREAS, there is no certification required by the Treasurer of the Board of Fire Commissioners because these contracts were bid as open end contracts by the State of New Jersey, funds were certified by individual Purchase Order and were approved by the Treasurer of the Board for the release of each Purchase Order to the individual vendors.

NOW, THEREFORE, BE IT RESOLVED by the Board of Fire Commissioners of Fire District #1, Township of Mount Laurel, Burlington County, New Jersey that the vendors as evidenced by the attached list were awarded Purchase Orders pursuant to contract in the amounts indicated on the attached sheet.

CERTIFICATION

I, Richard Hamilton, Clerk of the Mount Laurel Board of Fire Commissioners, Fire District #1, Mount Laurel, New Jersey, do hereby certify that this is a true copy of a Resolution adopted by the Board of Fire Commissioners at a regular meeting held on November 16, 2020.

Richard Hamilton, Clerk

<u>P.O.#</u>	<u>DATEVENDOR</u>	<u>CONTRACT #</u>	<u>AMOUNT</u>
18000639	11/14/18	Atlantic Tactical A81360, A82102	\$19,811.60
18000107	02/26/18	Firefighter One LLC A80948	\$2,860.65
18000108	02/26/18	Firefighter One LLC A80948	\$5,721.30
18000595	10/26/18	Firefighter One LLC A80948	\$2,633.75
18000592	10/26/18	SAFE T A80948	\$17,034.58
18000673	12/05/18	SAFE T A80948	\$19,939.02

MOUNT LAUREL FIRE DEPARTMENT

Est. 1953

69 Elbo Lane
Mount Laurel, NJ 08054

Tel: (856) 234-6053
Fax: (856) 234-3756

RESOLUTION 2020-40

RESOLUTION TO APPROVE THE 2020 LOSAP PROGRAM CERTIFIED LIST OF ELIGIBLE VOLUNTEER MEMBERS

WHEREAS, a list of volunteer members eligible to receive a LOSAP distribution for 2020 was submitted to the Board of Fire Commissioners for their review on 11/16/20 and will be posted the following day to initiate the required 30 day review period in accordance with the statute; and,

WHEREAS, the Board is required to carefully review each appeal that is submitted and make a ruling on the eligibility or ineligibility of each appeal.

WHEREAS, due to COVID-19 and to comply with CDC recommendations for the months of March, April, and May, the District modified the volunteer duty crew staffing plan to limit exposure of personnel. Affected members were provided a prorated credit of 3.5 regular duty crews for each month so as not to hinder their ability to meet the program's minimum requirements.

NOW, THEREFORE BE IT RESOLVED by the Board of Fire Commissioners of Fire District #1, Township of Mount Laurel, Burlington County, New Jersey that the preliminary list of volunteer members eligible for a LOSAP Program award in 2020 is attached.

CERTIFICATION

I, Richard Hamilton, Clerk of the Mount Laurel Board of Fire Commissioners, Fire District #1, Mount Laurel, New Jersey, do hereby certify that this is a true copy of a Resolution adopted by the Board of Fire Commissioners at a regular meeting held on November 16, 2020.

Richard Hamilton, Clerk

2020 LOSAP Payout

<u>Name</u>	<u>Award Amount</u>
Barlow, David	\$1,130.00
Barlow, John	\$1,230.00
Brooks, Gary	\$1,230.00
Edwards, Daniel	\$1,130.00
Einstein, Sylvan	\$1,230.00
Espinoza, Rafael	\$1,230.00
Hawes, David	\$1,230.00
Kearney, Jason	\$1,030.00
Lato, Jeffrey	\$1,230.00
McCabe, Brian	\$1,230.00
Nardi, Michael	\$730.00
Paparone, Michael	\$1,230.00
Schwartz, Matthew	\$1,230.00
Simpson, Michael	\$1,130.00
Stenton, John	\$1,230.00
Verzicco. Michael	\$1,030.00
	\$18,480.00

MOUNT LAUREL FIRE DEPARTMENT

Est. 1953

69 Elbo Lane
Mount Laurel, NJ 08054

Tel: (856) 234-6053
Fax: (856) 234-3756

RESOLUTION 2020-41

ADMINISTRATIVE POLICY #04-045 INFORMATION TECHNOLOGY PRACTICES

WHEREAS, Administrative Policy #04-045 (Information Technology Practices) has been revised, signed and approved by the Board; and

WHEREAS, this Administrative Policy is a written policy that is applicable to and shall be followed by all members of the Department and the Board as it pertains to the operation of the Fire Department; and,

WHEREAS, this Administrative Policy supercedes and nullifies all previous revisions of Administrative Policy #04-045.

NOW, THEREFORE, BE IT RESOLVED by the Board of Fire Commissioners of the Mount Laurel Fire District #1, Township of Mount Laurel, Burlington County, New Jersey that it hereby formally adopts this Administrative Policy for use by the Fire District.

CERTIFICATION

I, Richard Hamilton, Clerk of the Mount Laurel Board of Fire Commissioners, Fire District #1, Mount Laurel, New Jersey, do hereby certify that this is a true copy of a Resolution adopted by the Board of Fire Commissioners at a regular meeting held on November 16, 2020.

Richard Hamilton, Clerk

MOUNT LAUREL

FIRE DEPARTMENT

Est. 1953

69 Elbo Lane
Mount Laurel, NJ 08054

Tel: (856) 234-6053
Fax: (856) 234-3756

RESOLUTION 2020-42

CLOSING OF MEETING PURSUANT TO OPEN PUBLIC MEETINGS ACT

WHEREAS, pursuant to the Open Public Meetings Act, the Board is allowed to engage in an Executive (Closed) Session during any particular meeting when it becomes necessary to discuss matters which the statute allows to be discussed in Executive (Closed) Session; and,

WHEREAS, it is necessary for the Board to discuss various matters regarding personnel, contracts and/or litigation or legal matters and, accordingly, these matters are eligible for discussion by the Board in an Executive (Closed) Session.

NOW, THEREFORE, BE IT RESOLVED by the Board of Fire Commissioners of Fire District #1, Township of Mount Laurel, Burlington County, New Jersey as follows:

1. The meeting of November 16, 2020, is hereby closed to the public and will be reopened at such time as the discussions held in Executive (Closed) Session have been completed.
2. The minutes of the Executive (Closed) Session will be revealed to the public at such time as the matters discussed have been resolved.

CERTIFICATION

I, Richard Hamilton, Clerk of the Mount Laurel Board of Fire Commissioners, Fire District #1, Mount Laurel, New Jersey, do hereby certify that this is a true copy of a Resolution adopted by the Board of Fire Commissioners at a meeting held on November 16, 2020.

Richard Hamilton, Clerk